



Chapter 3: Registering Patrons

3) Reissue Patron Library Cards

Pull up the patron account by searching for the patron's name (F4).

Click on the Edit button in the Patron Account on the top right-hand side of the screen. The Replace Barcode button is located on the right-hand side of the Barcode box. Click Replace Barcode and then scan the new barcode number into the first box. *TIP: If you hit the tab key, the OPAC Staff Client User Name will auto-fill and you won't need to type or scan it again.* Make sure to Save the changes by clicking the Save button.

NOTE: The old barcode is NOT freed up for use with another patron. It remains attached to the patron until they are purged from the database manually.